



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20020015

OPEN: 10/26/2001

CLOSE: 11/09/2001

THIS IS A PERMANENT POSITION

POSITION VACANT: Social Scientist * (Science Assistant), AD-101-1. Salary range from \$24,192 to 57,656 per annum.

*** THIS IS AN INTERDISCIPLINARY POSITION AND MAY BE FILLED IN ANY OF THE SOCIAL AND BEHAVIORAL SCIENCES.**

LOCATION: Directorate for Social, Behavioral, and Economic Sciences; Division of Social and Economic Sciences; Methods, Cross-Directorate and Science and Society; Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VIII.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive civil service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for temporary appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES:

- Works closely with Program Officers for the Division. Assignments include information dissemination on the Web, writing reports, monitoring budgets, liaison with other NSF programs, coordinating aspects of cross-directorate proposals, and exchanging information with the research community.
- Provides scientific assistance to the Program Officers in all phases of the proposal review process for cross-directorate programs and provides information assistance for the Divisions.
- Performs initial screening of proposals submitted under each cross-directorate program to determine basic eligibility. Develops factual information about grant proposals to ascertain whether the research is normally supported by the Division and recommends referral to other NSF programs, as applicable.
- Screens periodic reports of grantees in cross-directorate programs to spot problems, tabulates and analyzes data from final reports.
- Develops, analyzes, and summarizes special statistical tabulations and related material about cross-directorate programs and all SBE programs for internal NSF use. Participates in evaluations of program impact and effectiveness. Retrieves and analyzes data from central and local databases on an ad hoc basis. Designs and prepares reports for the presentation of data including charts, tables, and other graphical forms.
- Edits panel summaries for recommended actions when necessary to provide feedback to principal investigators.

- Provides point-of-contact for administration and information about cross-directorate programs and their results, within NSF, with PIs, and other Federal agencies. Personally takes care of questions (written or oral) concerning operations of the programs, and, as appropriate, handles technical questions.
- Provides technical guidance to support staff concerning automated data systems. Participates on special projects to solve problems to improve staff communication and effect coordination.
- Participates in the writing, reviewing, and editing of cross-directorate program announcements.
- Performs program or systems analysis, using NSF central network and mainframe computer and personal computer data file to support current programs. Makes recommendations to increase efficiency of Division operations.

QUALIFICATIONS REQUIRED: Applicants must have a Baccalaureate degree in any of the social and behavioral sciences or equivalent experience. Some administrative, managerial or professional experience related to the position is desirable.

QUALITY RANKING FACTORS:

1. Practical knowledge of computer software packages, databases and reporting systems.
2. Ability to write clearly on matters of scientific, technical and administrative nature.
3. Knowledge of and ability to use standard guides, such as directives, circulars, bulletins, publications, etc., to develop, analyze, and summarize special statistical tabulations.
4. Knowledge of the principals, concepts and methodologies in the field of social and economic sciences and/or related sciences.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation.

HOW TO APPLY: You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice - as long as it contains the necessary information (summarized below). You must submit a current Performance Appraisal or letters of recommendation from professionals who can comment on your capabilities.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also include the following information: •Specify your country of citizenship. •Your Social Security Number. •Information about your education, including your major, and type and year of degree(s). •Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you held various positions with the same employer, describe each separately. •The brochure Applying for a Federal Job provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Submit all application material National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number [E20020015](#). In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information or a copy of the vacancy announcement call Fred Person, on (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY COMMITTED TO EMPLOYING A HIGHLY QUALIFIED
STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER